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GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 16th December, 2014

No.33483-GAD-AR-DRF-0181-2012/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 the Odisha Right to Public Services Act, 2012 (Odisha Act 8 of 2012) the State Government do hereby declare the services as given in column (1) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such services in column (2) thereof by the Designated Officers as in column (3) for the purposes of the said Act and also notify the Appellate and Revisional Authority respectively in columns (4) and (5) of the said Schedule for passing of orders if any under the provisions of the said Act whenever an application to preferred to them.

After Serial Number 11, the following Serial Numbers and the Departments along with necessary entries thereof for each such Department shall be added to the Notification of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 30-GAD., dated the 1st January, 2013, No. 8826-GAD., dated the 30th March, 2013, 17566-GAD., dated 26th June, 2013 and Notification for amendment of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 8824-GAD., dated the 30th March, 2013 and No.25342-GAD.,dated 6th September,2013, namely:—

Sl. No. (1)	Name of Public Service (2)	Given Time limit (3)	Designated Officer (4)	Appellate Authority (5)	Revisional Authority (6)
12	Housing & Urban Development Department				
	(i) Development Authority / ULB				
	64. Certified Copy of Building Plan Approval	7 Days	JTP / ATP/ TP/ Concerned Clerk	Planning Member	Vice-Chairman
	65. Booking of Parks/Community Hall	2 Days	Chief Horticulturist / Concerned Clerk	Chief Engineer <i>cum</i> -Engineer Member / Dy. Commissioner	Vice-Chairman / Chairman Municipal Commissioner
	66. Land Use Information	3 Days	JTP / ATP/ TP/ Concerned Clerk	Planning Member	Vice-Chairman
	67. Issue of Conveyance Deed	30 Days	Concerned Allotment Officer / Concerned Clerk	Secretary	Vice-Chairman
	68. Issue of 'No Dues' Certificate	30 Days	Concerned Allotment Officer / Concerned Branch Officer	Secretary / Deputy Commissioner	Vice-Chairman / Municipal Commissioner
	69. Transfer of Property in case of Sale	30 Days	Concerned Allotment Officer / Concerned Clerk /	Secretary	Vice-Chairman
	70. Issue of Permission for Mortgage	30 Days	Concerned Allotment Officer / Concerned Clerk	Secretary	Vice-Chairman
	71. Transfer of Ownership of Holding	60 Days	Concerned Allotment Officer / Concerned Clerk / Recovery Officer	Secretary / Deputy Commissioner	Vice-Chairman / Municipal Commissioner
	(ii) ULB				
	72. Lifting of Municipal Solid Waste from roads / Street	3 Days	Sanitary Inspector	City Health Officer	Municipal Commissioner
	73. Replacement of Damaged Street Light	10 Days	Concerned Junior Engineer	Concerned Executive Engineer	City Engineer

Sl. No. (1)	Name of Public Service (2)	Given Time limit (3)	Designated Officer (4)	Appellate Authority (5)	Revisional Authority (6)
	74. Assessment of Holding Tax	30 Days	Tax Collector / Tax Daroga	Deputy Commissioner	Municipal Commissioner
	75. Road cutting permission	7 Days	Concerned Junior Engineer	Executive Engineer Concern	City Engineer
	76. Road restoration from date of issue of Permission	15 Days	Concerned Junior Engineer	Concerned Executive Engineer	City Engineer
	77. Issue of duplicate Birth / Death Certificate	7 Days	Concerned Clerk	City health Officer	Municipal Commissioner
	(iii) PHEO				
	78. Repairing of W/S pipelines (Minor leakage / Sewerage Over flow / Blockage	48 Hrs	Concerned JE / AE	Concerned AEE / Dy. Executive Engineer	Executive Engineer
13	Higher Education Department				
	79. Issuance of Higher Secondary Examination Pass Certificate/ Equivalence Certificate by CHSE(0)	Within 07 (seven) days.	Secretary, CHSE, Odisha	Chairman CHSE, Odisha	Director, Higher Education
	80. Issuance of Pass Certificate-cum-Memorandum of Marks/Migration Certificate/Course Leaving Certificate in Correspondence Course(Distance Education) by CHSE(0)	Within 07 (seven) days.	Controller of Examination, CHSE, Odisha	Chairman CHSE, Odisha	Director, Higher Education
	81. Issuance of Provisional Pass Certificate /Mark sheet by Universities	Within 07 (seven) days	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned
	82. Issuance of Migration Certificate by Universities	Within 30 (thirty) days	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned

Sl. No. (1)	Name of Public Service (2)	Given Time limit (3)	Designated Officer (4)	Appellate Authority (5)	Revisional Authority (6)
	83. Issuance of CLC by College	Within 03 (Three) days.	Principal of the College concerned	Regional Director of Education	Director, Higher Education
	84. Authentication of Original Certificate by H.E. Deptt.	Certificates to be sent to the Universities/CHSE/ Other Institutions within 02 days of receipt of application with fees from the applicant by the section of Higher Education Department.	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
		Verification report to be sent by Universities/ Other Institutions within 07 days to H.E. Department.	Controller of Examination of the Universities concerned	Registrar of the Universities concerned	Vice-Chancellor of the Universities concerned
		In case of CHSE	Secretary, CHSE, Odisha	Chairman, CHSE, Odisha	Director, Higher Education
		Within 05 days from receipt of Authenticated Certificate from the Universities/CHSE/ Other Institutions	Joint Secretary to Govt., Higher Education Department	Additional Secretary to Govt., Higher Education Department	Principal Secretary to Govt., Higher Education Department
	85. Disposal of Memorandum with regard to Block Grant/ GIA and other Matters.	In Office of DHE - 15 (Fifteen) days of receipt from College concerned.	Deputy Director	Addl. Director	Director
		In Govt.:- 30 days from date of receipt from Director of Higher Education	Deputy Secy./Joint Secy. in-charge	Addl. Secy. in-charge	Pr. Secy.
	86. NOC for Passport/ Foreign / Vigilance / Higher Study.	In DHE - 15 (fifteen) days from receipt of proposal from College Concerned.	Deputy Director	Addl. Director	Director

Sl. No. (1)	Name of Public Service (2)	Given Time limit (3)	Designated Officer (4)	Appellate Authority (5)	Revisional Authority (6)
		In Govt.: Issue:- 07 days from receipt of clearance from Home/ Vigilance	Deputy Secy./Joint Secy. in charge	Addl. Secy. in charge	Pr. Secy.
14	Fisheries & ARD Department				
	FISHERIES SECTOR:				
	87. Issue of Registration Certificate along with fishing license after deposit of prescribed fees under OMFRA	Within 15 days	Additional Fisheries Officer (Marine) , Kujanga, Puri, Ganjam, Balasore & District Fisheries Officer (B&T), Balugaon	Deputy Director of Fisheries (Marine), Directorate of Fisheries, Odisha, Cuttack	Joint Director of Fisheries (Coastal), Directorate of Fisheries, Odisha, Cuttack
	88. Issue of renewal fishing license after deposit of prescribed fees under OMFRA	Within 15 days	Additional Fisheries Officer (Marine), Kujanga, Puri, Ganjam, Balasore & District Fisheries Officer (B&T), Balugaon	Deputy Director of Fisheries (Marine), Directorate of Fisheries, Odisha, Cuttack	Joint Director of Fisheries (Coastal), Directorate of Fisheries, Odisha, Cuttack
	ARD SECTOR:				
	89. Animal Health Certificate	Within 5 days in Headquarters area and 7 days in peripheral areas	BVO / VAS / AVAS	SDVO	CDVO

By Order of the Governor

NITEN CHANDRA
Special Secretary to Government